

SAMPLE NOTICE

John Doe
2376 Connecticut Avenue, NW
Washington, D.C. 20016

Dear Customer:

This notice is to inform you about the District's new "[Master License Program](#)" and how you are going to be affected by it. The Master License Program, enacted into law in April 1999 under the Omnibus Regulatory Reform Acts I and II, is designed to streamline the business licensing process. The enclosed "Master Business License Tutorial" provides you with more detailed information. You must read the tutorial in order to fully understand this notice.

Records on file with the Department of Consumer and Regulatory Affairs indicate that the following active licenses have been issued to you at the following address:

Premise Address:

614 H Street, N.W.

<u>Endorsement Category</u>	<u>Type of Business</u>	<u>Number of</u>
Food – Retail	Restaurant	25 seats
General Business	Cigarette Sales	N/A

If the information on file is incorrect, you or your agent may be required to make an appointment to resolve the discrepancy. Please contact the Business and Professional Licensing Administration at (202) 442-xxxx between the hours of 8:30 a.m. and 1:00 p.m. Please ask to speak with a Master License Specialist.

As the brochure indicates, you will no longer have to renew your licenses at different times throughout the year. All the licenses you currently have to operate at the premise cited above will be renewed on the same date. If your business has not already been transferred to a two-year license period, under the new system it will be renewed on a two-year license cycle. Your renewal period or "[anniversary date](#)" is as follows:

Your Anniversary Date Is:
Primary Business:

June 1, 2001
Restaurant

To convert existing license holders to the new two-year program, the existing renewal date of your “primary” business was chosen as your “[anniversary date](#)”. For example, consider [Joe’s Restaurant](#). Joe also sells cigarettes. To convert Joe to the new Master Business License Program, his [primary](#) business is considered to be the restaurant. The license to sell cigarettes is considered his “secondary” business activity. However, many businesses did not have to have a particular type of license to operate their primary business, but obtained “secondary” type of licenses, such as the use of vending machines, the sale of cigarettes, and patent medicines. If the type of “primary” business you own did not require a business license under the [old system](#), then your “anniversary date” would be based on the type of license(s) you do [have](#). For example, a “gift shop” under the old system [did not require a business license](#). However, the owner of the gift shop sold cigarettes. Under the old system, the gift shop owner was required to obtain a license for cigarettes sales. Consequently, while your primary business is the gift shop, the renewal date of the cigarette sales license will be your anniversary date.

The [cost](#) of Master Business Licenses will be based on a two-year renewal cycle of your [primary](#) business. It should be noted that license fees have not changed. However, a Master License Fee of \$25.00 (application fee) and License Renewal Fee of \$15.00 have been added under the new law. In addition, a \$5.00 fee will be charged for each endorsement category. Please refer to Part IV of the Master Business License Tutorial.

The Master Business License Program requires that a [Unique Identification Number](#) be assigned to the business owner in order to facilitate access to information about your business. This new addition to the District’s business license program addresses the concern of the business community regarding the difficulty in tracking multiple license numbers. Under the new program your Federal Identification Number, assigned to you or your business by the Internal Revenue Service, will be used as your Unique Identification Number. However, because the DCRA’s existing license database does not maintain this information, the following “unique number” has been temporarily assigned until licenses are renewed.

800-777-909

Thank you for your contribution to the economic vitality of the District of Columbia. In support of Mayor Anthony Williams’ priority of “Making Government Work”, staff in the Department of Consumer and Regulatory Affairs is looking forward to serving you.

Sincerely,

Carlynn Fuller
Interim Director